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ABSTRACT

Providing a customized disaster response plan to assist libraries in quick recovery, this resource also outlines step to minimize damage and protect materials before trouble strikes. The first section of the book, "Response," contains information how to handle small jobs in-house and suggestions for working with contractors--with an emphasis on the need to get back to normal as soon as possible. The second section, "Recovery; or, Resumption of Normal Operations," includes guidelines for what to do when the institution is no longer in disaster mode, including evaluating the effectiveness of the plan and modifying it as needed with additional staff training in the weak spots. "Prevention," the next section, is closely tied with the fourth section, "Planning," which lists responsibilities suggested for team members; prioritizes the order of recovering damaged collections; offers suggestions for staff training; and discusses planning for loss of computer services. The fifth section, "Response and Recovery Procedures," includes information on handling, packing, drying, and cleaning print and non-print materials, dealing with mold, and the effects of ozone. The appendix contains checklists and forms for disaster planning and lists organizations, companies, and suppliers that can assist in disaster response, recovery, and planning. (Contains a nine-page bibliography.) (MES)

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